

**CALIFORNIA PRIMARY CARE ASSOCIATION
JOB DESCRIPTION**

SENIOR TRAINING COORDINATOR

Reports to: Director of Programs

Classification: Full-time, Non-Exempt

Association's Mission: To strengthen its member community clinics and health centers (CCHCs) and networks through advocacy, education, and services in order to improve the health status of their communities.

Purpose of Position: To coordinate training and technical assistance projects related emergency management that enhances the capabilities of community clinics and advance the work of the Association.

Primary Responsibilities:

1. Lead organization in disaster drill and exercise planning and coordination, including but not limited to:
 - a. Coordinate the participation of CCHCs and regional consortia in disaster drills and exercises.
 - b. Represent CPCA on relevant disaster planning committees.
 - c. Provide training and technical assistance to CCHCs and regional consortia in disaster drills and exercises planning.
 - d. Develop and compile emergency planning resources related to topics such as drills.
2. Coordinate trainings and technical assistance on relevant preparedness topics including CPCA Emergency Preparedness Training Modules, CPCA's CCHC Emergency Operations Plan, and the CPCA Clinic Emergency Preparedness Task Force.
3. Develop and manage a system for marketing and providing archived and learning management system web-based training.
4. Write, edit, and coordinate development of meeting minutes, course descriptions, promotional materials, educational materials, training manuals, and/or brochures as appropriate to project.
5. Collect and analyze data; prepare scheduled and special reports; prepare grant reports; maintain program/project records and statistical information.

Additional Responsibilities:

1. Attends and participates in all staff meetings of the Association.
2. Reports regularly to the Director of Programs.
3. Participates in Association events and represents the Association as requested.
4. Other duties as assigned.

Skills and Talents Required:

1. Effective oral and written communications.

2. Training and emergency planning experience.
3. Highly organized.
4. Effective problem solving skills.
5. Strong time management skills.
6. Proficient in commonly used software products and databases.

Ability to:

1. Resolve conflicts in a precise and timely manner.
2. Manage multiple tasks.
3. Establish effective relationships and communication with CPCA membership.
4. Establish rapport with others in business and community settings.

Education and Experience:

Bachelor's degree preferred. A minimum of two years experience in program development, training, and planning. A working knowledge of emergency management phases and key concepts required especially disaster drills and exercises. Familiarity with community clinics is highly preferred. Experience with member driven associations is also preferred.

To Apply:

Submit cover letter, resume, professional references and salary requirements in MS Word format to jobs@cpca.org or FAX 916-440-8172.